

## REVOCABLE ENCROACHMENT PERMIT

Department of Public Works, Transportation and Development  
801 N. First Street, Room 308, San Jose, CA 95110  
[http://www.ci.san-jose.ca.us/pub\\_wrks](http://www.ci.san-jose.ca.us/pub_wrks)  
(408) 277-5161 FAX (408) 277-3879

### Applicability

This permit is required whenever **temporary use of public right-of-way** is requested for **private construction work**. Typical examples of work include:

- Water monitoring and extraction wells
- Soil sampling borings and soil penetration tests
- Covered pedestrian walkways
- Installation of private trenches across public rights-of-way
- Crane erection within the public right-of-way (if the crane is too large to be erected on-site)

### Instructions

To apply for a revocable encroachment permit, complete the "Application for Public Works Permit" form by following the instructions below:

- 1) **General Information** – Provide the name, address, and phone number of the permittee and the contractor who will be doing the proposed construction work. Be sure to include the State Contractor's and City Business License Numbers.
- 2) **Project Location / Major Intersection** – Specifically describe the location of work giving the street name(s) and address(es) if possible. In addition, indicate the major cross street(s).
- 3) **Reason For Encroachment** – Please submit a "Letter of Intent" describing your need for the public right-of-way. Indicate your proposed use, what equipment you will be using and the duration of the work. Your proposed schedule would also be helpful.
- 4) **Site Specific Sketch** – The sketch should show the following information:
  - a) Include the type and location of the work to be accomplished within the right-of-way. The work area should be tied out to the centerline of the street and to the nearest intersection. This will assist the City's Underground Service Alert (USA) staff in locating the work.
  - b) Include or show on separate sheet. A vehicular and/or pedestrian diversion plan using appropriate safety equipment, such as barricades, cones, arrow boards, signage, etc. See the handout titled "Traffic Control Plan Requirements".
  - c) The sketches should be drawn on 8 ½ " x 11" paper; the maximum size shall be 11" x 17".
- 5) **Certificate of Insurance** - Submit a certificate of insurance to the office of the Risk Manager which meets City requirements. This insurance must be maintained for the duration of the project. See form titled "Insurance Requirements".
- 6) **Security Deposit** – A security deposit will be held for the duration of the work to guarantee repair and/or replacement of any public improvements damaged during work initiated by this permit. The actual amount will be calculated by staff upon application for the permit. The surety will need to be submitted prior to issuance of the permit.
  - a) For security deposits less than or equal to \$10,000, the security will be in the form of a cashier's check from a local bank in favor of the *City of San Jose* with no expiration date imprinted on the check.
  - b) For security deposits greater than \$10,000, the security can be in the form of a **Certificate of Deposit**. See the Certificate of Deposit guidelines for instructions.
- 7) **Fees** – Submit fees according to the "Public Works Permit Fees" fee schedule.
- 8) **Application Submittal** – Submit a completed application, along with the items listed above to the address listed at the top of this form.